



COLUMBIA HEIGHTS POLICE DEPARTMENT POLICY MANUAL

TITLE: Employee Wellness	GENERAL ORDER NUMBER: 306
REFERENCES:	EFFECTIVE DATE: 06/01/2016
REVIEW DATE: 01/01/2019	DISTRIBUTION: A

It is the belief of the Columbia Heights Police Department that both physical and mental wellness is critical to the health and success of all employees. It is the goal of the Columbia Heights Police Department to create a culture and atmosphere that encourages a healthy lifestyle through education, activities and opportunity.

306: Employee Wellness

306:1 Overview of Employee Wellness

The Columbia Heights Police Department will work to create a climate that supports employee wellness through education, coaching and access to activities and resources.

306:2 Wellness Coordinator

- The Chief of Police will designate a supervisor, of the rank of Sergeant or above, to act as a Wellness Coordinator for the police department
- The Wellness Coordinator will be responsible for the creation, monitoring and implementation of the department Wellness Programs

306:3 Wellness Coaching

- The Columbia Heights Police Department will select employees to function as Wellness Coaches.
- The Wellness Coaches will be provided training in Wellness Coaching through a professional school like the Cooper Institute or similar (pending availability of classes and/or funding).
- Employees selected as Wellness Coaches are expected to act as resources, advisors and coaches to other employees of the

department. Their efforts should be positive and professional, and designed to encourage improvement and growth in wellness.

- Wellness Coaches are expected to maintain regular contact with the employees they are assigned to meet with.

306:31 Wellness Meetings

- All employees of the Columbia Heights Police Department will have the opportunity to meet with a Wellness Coach on a yearly basis, or as they see fit.
- Employees will have an opportunity to discuss any wellness topics of their choosing with their coach. They will also be provided with information selected by the wellness coach.
- The Wellness meetings will be held on-duty
- Personal information discussed with the employee and the Wellness Coach is confidential and shall not be shared with others.

306:4 Wellness Newsletter

The Wellness Coordinator, or their designee, will be responsible for publishing a quarterly Wellness Newsletter. The newsletter will be of an informative nature with a focus on physical and mental well-being.

305:5 Wellness Activities

- The CHPD will coordinate events to encourage physical and mental health. These events may be paid or unpaid depending on the type of event.

306:6 Fitness Center Use

- In recognition of the importance of proper physical fitness, the Columbia Heights Police Department permits employees to exercise on-duty with a supervisor's approval.
- Employees may use a combination of break time and on-duty time when electing to exercise on-duty.
- When requested by the employee, their supervisor or manager shall make reasonable efforts to facilitate opportunities to exercise on-duty.
- Officers working out on-duty shall monitor their radio and respond to critical calls when necessary.
- Working out on-duty is a privilege, and nothing in this policy should be construed as a right to exercise on-duty.

BY ORDER OF:

Scott Nadeau, Chief of Police